

MEETING AGENDA

**City of Huntington Beach
PERSONNEL COMMISSION
Wednesday, December 15, 2010
Civic Center, Room B-8
5:30 P.M.**

1. CALL TO ORDER

Commissioners: Barton, Bush, Clemens, Elford, Garner, Inglee, Lipson

Staff Liaison: Paul Emery, Deputy City Administrator

Also present:

Michele Carr, Secretary to the Personnel Commission/ Director of Human Resources

JoAnn Diaz, Principal Human Resources Analyst

Sandy Henderson, Administrative Aide

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENTS

The Personnel Commission welcomes public comments on all items on this agenda or of community interest. We respectfully request that this public forum be utilized in a positive and/or constructive manner. Please focus your comments on the issue or problem that you would like to bring to the attention of the Personnel Commission. Negative comments directed at individuals are not acceptable.

Three (3) minutes per person. Time may not be donated to others. No action can be taken by the Personnel Commission on this date unless agendaized. This is the time to address the Personnel Commission regarding items of interest or on agenda items other than public hearings.

4. APPROVAL OF MINUTES

- Meeting of October 20, 2010
- Special Meeting of November 29, 2010

5. PUBLIC HEARING

Public Hearing in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan. Reference material included:

- a. Discussion on the job specification revisions in the Public Works Department for the positions of:
 - 1) **Wastewater Supervisor** (Attachments)
 - 2) **Wastewater Operations Crewleader** (Attachments)
 - 3) **Wastewater Operations Leadworker** (Attachments)
 - 4) **Wastewater Equipment Operator** (Attachments)
 - 5) **Senior Wastewater Pump Mechanic** (Attachments)
 - 6) **Wastewater Pump Mechanic** (Attachments)

For questions, please contact Sandy Henderson at (714) 960-8828

Recommended Action:

Approve the revisions to the job specification for **Wastewater Supervisor, Wastewater Operations Crewleader, Wastewater Operations Leadworker, Wastewater Equipment Operator, Senior Wastewater Pump Mechanic, and Wastewater Pump Mechanic** in the Public Works Department amending the City's Classification Plan.

- b. Discussion on the job specification revision in the Library Services Department for the positions of Literacy **Program Specialist** amending the City's Classification Plan.

Recommended Action:

Approve the revisions to the job specification for **Literacy Program Specialist** in the Library Services Department amending the City's Classification Plan.

6. COMMISSION GOALS FOR THE COMING YEAR

This item has been placed on the agenda at the request of the Personnel Commission Chair

7. LABOR RELATIONS UPDATE

8. SECRETARY'S REPORT

- Position Vacancy Report
- Councilmember Boards & Commissions Compensation

9. COMMENTS FROM COMMISSIONERS

Announcements, brief report regarding Commissioner activities, ask questions for clarification, request information from Staff, direction to Staff regarding a future agenda item or for the provision of information for a future meeting.

10. INFORMATION ITEMS

Grievance Report – November 2010

11. ADJOURNMENT

Meeting adjourned to the next regularly posted meeting of January 19, 2011.

ITEM # 4

MINUTES
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10/20/10

Pending approval by Personnel Commission at the meeting on 11/17/10
(These minutes are not verbatim. A recording of the meeting is available in the Human Resources Division, lower level of City Hall, for one year following meeting date.)

CALL TO ORDER

Chairperson Barton called the Commission meeting to order at 5:30 PM.

ROLL CALL

Commissioners present: Barton, Bush, Elford, Garner, Inglee, and Lipson
Commissioners absent: Clemens
Others Present: Michele Carr, Director of Human Resources
Jennifer McGrath, City Attorney
JoAnn Diaz, Principal Personnel Analyst
Patricia Albers, Senior Personnel Analyst
Sandy Henderson, Administrative Aide

PUBLIC COMMENTS

No one spoke at this time; however, it was re-opened later in the meeting with comments from two public speakers.

APPROVAL OF MINUTES

Chair Barton requested expansion of the minutes to include discussion under *Information Items* pages 2 & 3 of the minutes; he prepared the following for inclusion:

~~Discussion ensued regarding a prior grievance matter and a memo from the City Attorney.~~ Commissioners discussed a request from Attorney Gregory Petersen to meet with the Personnel Commission and be placed on the agenda regarding the prior January 2010 hearing in which he represented Police Officers Reed and Paholski. Petersen and the Officers allege the city has not implemented required corrective action ordered by the Administrative Law Judge and sustained by the Personnel Commission on behalf of the Officers and the city and Chief of Police has further retaliated against the Officers. The City Attorney submitted a written memorandum asking that the Commission not look into the matter. The Commission ordered that the October 20th agenda include a closed-session meeting with Attorney Gregory Petersen to discuss the allegations. Discussion ensued about a prior telephone discussion between the City Attorney and Commissioner Barton in which the City Attorney stated that no other actions have been taken or are in process regarding the Officers and that corrective action had been fully implemented.

A motion was made by Commissioner Bush and seconded by Commissioner Inglee to approve the amended minutes for the September 15, 2010 meeting (passed 6:0:1).

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PUBLIC HEARING

- 5.a. Approve the revisions to the job specification for **Utilities Manager** in the Public Works Department amending the City's Classification Plan.

A motion was made by Commissioner Bush and seconded by Commissioner Lipson to approve the revised job specification (passed 6:0:1)

- 5.b. Approve the establishment of a new job class and job specification for the position of **Fleet Operations Supervisor** in the Public Works Department amending the City's Classification Plan.

A motion was made by Commissioner Inglee and seconded by Commissioner Elford to approve the establishment of the new job class and job specification (passed 6:0:1)

COMMISSION GOALS FOR THE COMING YEAR

Michele Carr, Director of Human Resources, gave an update of the Job Review Status Report. Ms. Carr reported during the past five years approximately 135 job specifications have been reviewed, or are currently in process of review. She indicated that going forward; job specifications will be examined in groups that are related, either by unit or division, so that the changes are consistent. She will also identify the job specifications that have not been reviewed in a long time and either update or eliminate them depending on the current operation of the City. The Job Review Status Report will be provided on a quarterly basis. Commissioner Inglee requested that the report also indicate which positions are not currently filled.

LABOR RELATIONS UPDATE

Ms. Carr reported the City is in communication with labor groups regarding a holiday closure for the period between Christmas and New Years which will result in City Hall and other City of Huntington Beach operations being closed.

SECRETARY'S REPORT

Ms. Carr reviewed the Position Vacancy Report; she indicated which positions are vacant as a result of PARS retirements and have been identified to be filled.

Patricia Albers, Senior Personnel Analyst reported on the NEOGOV system enhancements.

COMMENTS FROM COMMISSIONERS

Commissioner Lipson moved to hold off elections for a new Chair until 2011. Commissioner Elford recommended the Commission reserve vote on the matter until Commissioner Clemens could be present.

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Commissioner Inglee requested information to help sort questions regarding closed session items. Discussion ensued regarding Commission access to counsel for the Commission at each Personnel Commission meeting and the process for authorizing outside attorney services. Commissioner Elford suggested that an advisory opinion be issued regarding the rules of when it is permitted to authorize outside attorney services.

Chair Barton expressed the right of the PC Chairman to independently create and post the Personnel Commission Agenda, disagreement regarding Brown Act provisions with respect to agenda postings and content and the independence of the Commission. City Attorney McGrath interjected when appropriate regarding the Chair's capacity to construct and post the agenda, and the Commission taking action regarding items that were not posted on the agenda. City Attorney McGrath stated to the Commission that Brown Act violations (she did not infer that an actual violation had taken place) were subject to criminal prosecution. Commissioner Inglee commented that he felt that the discussion to have an attorney present was strengthened due to the threat of possible criminal acts (based upon the City Attorney's comments with respect to possible Brown Act violations).

Chair Barton expressed his sentiments that after he had decided to have a closed session discussion with Greg Peterson agendaized for this meeting – that this directive was not carried out by staff. Staff commented that the agenda was prepared and posted following consultation with the City Administrator and the City Attorney. The City Attorney informed Chair Barton and the Commission that the Chair may not unilaterally create and post the agenda.

There was a lengthy discussion, and repeated commentary regarding the Personnel Commission's sole discretion to have full and on-demand access to its independent counsel at any time. City Attorney, Jennifer McGrath expressed to the Commission that the services of an independent attorney served to provide legal counsel during disciplinary appeals and grievance hearings. She explained that it would pose a conflict of interest to have someone from the City Attorney's Office advising the Commission on a disciplinary matter under appeal when the City Attorney was representing management to uphold the discipline. Chair Barton requested that the commission attorney, Jim Murphy be present at every meeting going forward. He also stated the City Administrator had no right to deny Mr. Murphy being present at the meetings.

Commissioner Elford requested that the record clearly reflect that no motion was pending that could be considered a criminal act. The City Attorney confirmed. Commissioner Elford requested that Jim Murphy update the advisory opinion provided by former Commission attorney Miller in 2002. The Commission directed staff to place the matter of the PC Attorney's attendance at all Commission meetings on the next agenda.

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Chair Barton directed staff to place these items on the next agenda: access to counsel; ownership and proprietary placing of items on the agenda; and approval of the agenda, for discussion at the next meeting. Chair Barton also requested that the Personnel Commission attorney be present at the next meeting. He stated he invited attorney Gregory Petersen to speak during Public Comments so the Commission can hear his concerns regarding the City's compliance with the January 2010 Personnel Commission decision on a discipline matter. Chair Barton moved back to Public Comments.

PUBLIC COMMENTS – REOPENED

Chair Barton elected to waive the three minute time limit.

Before concluding the meeting and after the *Comments from Commissioners* item was concluded, Chair Barton opened the floor to public comments again before the end of the meeting. Two persons spoke during "Public Comments" at the end of the meeting – Gregory Peterson and Blake Rose. Gregory Peterson was permitted 15 minutes of speaking time, as Chair Barton elected to waive the 3-minute time limit. The commentary of Mr. Peterson included, but was not limited to, declaring that his clients (Officer's Paholski and Reed) have been systematically and repeatedly subjected to discrimination, intimidation, and threats, that their disciplinary due-process has been denied, that the City will continue to have escalated costs defending this matter, that the City has engaged in purposeful retaliation against his clients. Mr. Peterson gave accounts that Officer Paholski's Skelly rights were violated and that a witness to a matter in the discipline of Officer Paholski, (Captain Chuck Thomas) was being used as an "enforcer" by the HBPD. Also, Greg Peterson stated that the Personnel Commission was a completely independent body (by power of the Charter as reflected in Municipal Code Section 2.72.070, Subsection H) and declared that the Commission did not need approval (or concurrence) to act in any capacity, either from the City Administrator nor the City Attorney's office.

Blake Rose spoke (for several minutes) on the excessive compensation of City of Huntington Beach employees, particularly those in the Fire service.

At the conclusion of Public Comments, Chair Barton requested that Mr. Murphy, Attorney to the Personnel Commission, and the City Administrator attend the next meeting. He also directed staff to provide audio recording copies of this meeting forwarded to Mr. Murphy and himself.

Ms. McGrath stated that the issue of legal council will be reviewed and that Brown Act training will be scheduled for the Commission.

INFORMATION ITEMS

These items were discussed during *Comments from Commissioners*.

ADJOURNMENT

The meeting adjourned at 6:55 PM to the next regularly scheduled meeting of November 17, 2010.

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SPECIAL MEETING 11/29/10

Pending approval by Personnel Commission at the meeting on 12/15/10
(These minutes are not verbatim. A recording of the meeting is available in the Human Resources Division, lower level of City Hall, for one year following meeting date.)

CALL TO ORDER

Chairperson Barton called the Commission meeting to order at 4:30 PM.

ROLL CALL

Commissioners present: Barton, Bush, Clemens, Elford, Garner, Inglee, and Lipson

Commissioners absent: None

Legal Counsel to the Personnel Commission: Jim Murphy, Esq.

Staff Liaison: Paul Emery, Deputy City Administrator

Also present:

Fred Wilson, City Administrator

Gil Coerper, Council Liaison to the Personnel Commission/Councilmember

Keith Bohr, Council Liaison to the Personnel Commission/Councilmember

Jennifer McGrath, City Attorney

Michele Carr, Secretary to the Personnel Commission/ Director of Human Resources

Jo Ann Diaz, Principal Personnel Analyst

Sandy Henderson, Administrative Aide

PUBLIC COMMENTS

None

DISCUSSION

The purpose of this meeting was to discuss the role of the Personnel Commission with regards to ownership and propriety of placing items on the agenda; approval of the agenda, and access to counsel.

Chair Barton recapped the events from the September and October Personnel Commission meetings which led up to the desire for a meeting with the City Administrator, City Attorney, and Council Liaisons to clarify these matters. He stated the Commissioners discussed allegations from Attorney Gregory Petersen during the September meeting and the Commission agreed to meet with Mr. Peterson during a closed session at the October meeting. The request for the closed session item was denied per joint memo from Fred Wilson and Jennifer McGrath. Additionally, the request for consult with outside legal counsel (James Murphy) was denied on the basis there is no action pending before the Commission requiring legal advice from the Commission attorney. Barton stated he posted a revised agenda at City Hall which included the closed session item with Gregory Peterson; however, the Personnel Commission was not allowed to proceed with the closed session item. During the October 20, 2010 meeting, the Commission heard from Mr. Petersen during public comments and received a written brief (which was not provided for inclusion into the minutes). The

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Commissioners had concerns that the action ordered in a January 2010 hearing may not have been undertaken by the City and that there was possible retaliation against the officers who filed the appeal action (Reed and Paholski). The Commission also had new concerns regarding: who controls agenda; the Commission's authority to following up on prior actions; any indication that there may have been retaliation against someone who exercised the right to grieve through the Personnel Commission; authority to post an agenda; and access to independent counsel.

Fred Wilson explained the decision to deny the closed session item was due to the fact that the Personnel Commission had completed their work. The Commissioner's responsibility was finished at the hearing and enforcement of the decision is not within the Commission's scope of authority. He added that allegations of harassment should be referred to the City Administrator and does not fall under purview of the Commission. If there are concerns that a Commission decision has not been implemented, the Commission can contact the Council liaisons or City Administrator. The duties for the commission are laid out in the Municipal Code and clearly state the group's responsibilities.

Ms. McGrath clarified that there were two separate cases involving the same officers and she was not aware that Mr. Petersen appealed [what???]. The City believed the judge determined the case was over.

Mr. Murphy stated he felt there was a fundamental breakdown in communication. None of the Commission members knew that this was pending with another body of jurisdiction and that a different matter had been folded in. He stated the Chair informed him that the January determination had not been followed and the Commission was trying to find out what the substance of the dealings was. He wished people had known the message that each side was receiving and what the circumstances were.

Commissioner Inglee expressed his concern of not having an attorney due to the mention of possible criminal conduct on their part by the City Attorney.

Commissioner Barton stated that someone should be responsible for making sure records are expunged. He expressed his frustration that this situation could have been better handled if it had been immediately communicated that it was not in the Commissioner's purview. He reported he had asked Mr. Murphy to review this issue and keep a separate accounting of his records. He then asked Mr. Murphy to share his analysis of what is under the purview of the commission.

Mr. Murphy explained that when he spoke with Chair Barton, he had no idea it was being handled under another jurisdiction. Had he known that, his interpretation of their role would have probably been different.

Ms. McGrath stated the decision was finalized according to the procedures and rules, and it was complied with timely through transactions and payments back in March 2010.

Chair Barton inquired if the files were cleaned up. Ms. Carr responded that there is a question as to whether it is the investigative file or the personnel file that is required to

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be modified. She had a conversation with Lt. Reinhart who indicated that the requirement of the court has been met with respect to the investigative files as they were so ordered. The question remains as to what was actually required of the City to be done as a result of: (A) the hearing officers decision, and (B) by the court. The City Attorney reiterated the matters are separate and distinct but because they involve the same two individuals, they were co-mingled. The Notice of Compliance was delayed because the judge in the case was changed and there was a question as to how to proceed. The judgment has since been issued that the City fully complied with the Court requirements.

Mr. Wilson expressed his concern that Chair Barton ignored advice from the City Attorney and modified the agenda to include the closed session item, then proceeded to post it on several doors including the glass over the official posted agenda. He added, most Commissions would rely on the input from the City Attorney for advice of what is correct and not correct.

Ms. McGrath suggested it may behoove the City to switch back to prior procedure, and have her staff attend the meetings and utilize outside counsel when the City is adverse. This will be discussed internally as to the best use of resources.

Chair Barton stated his understanding is that he is to review and approve the agenda, and if the Commission had access to their counsel they could have hashed this out.

Commissioner Bush inquired as to the opportunity for the City Attorney to be involved in the discipline and grievance process. Ms. McGrath replied she is actively involved with Human Resources and the Police Department early in the process. She also added that very few disciplines and grievances come to the Personnel Commission due to the fact that we do have strong positive relationships and are able to get involved early and improve the situation or solve the problem.

Discussion ensued regarding approval of the agenda. Mr. Wilson instructed the Commission that staff prepares the agenda and the Commission has the option to agendaize matters they may want to discuss.

Ms. McGrath agreed that the Commission Secretary prepares the agenda. She explained the importance of complying with the Brown Act and that additional training may be necessary. She indicated she will review the advisory opinion provided by former Commission attorney Mr. Miller in 2002 regarding the Commission's role.

Council Liaison Bohr commented he appreciates all the boards and commissions and the hard work they do. He clarified that the Personnel Commission is advisory only and can review and comment; however, they cannot put items on the agenda that the City Attorney deems illegal or out of their purview. If there is a disagreement that cannot be worked out with staff first (City Administrator or City Attorney), then they can contact the Council liaisons.

Council Liaison Coerper commented that the Personnel Commission is doing an outstanding job. He recommended staying focused and working with the City

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Administrator, City Attorney, and Human Resources staff to keep moving forward for the betterment of the City.

Mr. Wilson added he will provide clear guidelines in writing as to the role of the City Attorney and outside counsel services.

ADJOURNMENT

The meeting adjourned at 5:30 PM to the next regularly scheduled meeting of December 15, 2010.

DRAFT

ITEM # 5



CITY OF HUNTINGTON BEACH INTER-DEPARTMENTAL COMMUNICATION HUMAN RESOURCES

TO: PERSONNEL COMMISSION
FROM: MICHELE CARR, DIRECTOR OF HUMAN RESOURCES
SUBJECT: REVISIONS TO WASTEWATER SUPERVISOR JOB CLASSIFICATION SPECIFICATION
DATE: DECEMBER 1, 2010

The **Wastewater Supervisor** is a single-position classification within the wastewater operations job series, represented by the Management Employees Organization (MEO). The existing job classification specification was reviewed by the Public Works and Human Resources Departments.

The major modification to the **Wastewater Supervisor** job specification is the requirement of a Wastewater Collection System Grade II Certificate. The current pay grade remains the same.

The City and MEO have met and conferred regarding the changes to this classification. The recommendation presented is based upon the department's input and the meet and confer process.

At this time staff requests the Personnel Commission to approve staff's recommendations in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

STAFF RECOMMENDATION

Job Class Title:	Wastewater Supervisor
Action:	Update Classification
Affected Employees:	None
Recommendation:	Approve the updated job class specification.

Att: Wastewater Supervisor Job Class Specification

c: Travis Hopkins, Director of Public Works
Kate Hoffman, MEO President

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: WASTEWATER SUPERVISOR

DATE: JUNE 2003

JOB CODE: 0487
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEO
FLSA STATUS: EXEMPT

DUTIES JOB SUMMARY

Under ~~the~~ general direction ~~of the Utilities Manager~~, plans, supervises, and coordinates the operation, maintenance and repair of the City's wastewater ~~and storm water pumping~~ systems.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Utilities Manager

Supervises: Lead, skilled and non-skilled craft, and office support staff

DISTINGUISHING CHARACTERISTICS

This one-position class is responsible for exercising supervisory authority over crews assigned to wastewater collection, transmission and pumping systems, while Wastewater Operations Crewleader determines daily priorities, issue assignments, and provide on-site training for personnel within wastewater operations.

~~The Supervisor, Sewer Maintenance administers the wastewater collection, transmission and pumping systems; is accountable for oversight of employee training and employee adherence to safe working practices, and directly supervises program Crewleaders and/or Leadworkers.~~

EXAMPLES OF ESSENTIAL DUTIES

- Plans, coordinates, and supervises program activities for wastewater systems, including system pumping, maintenance, repair, and line replacement; wastewater lift station operation and maintenance, and wastewater line cleaning
- ~~recommends program budgets and administers approved budgets; s~~Sets master schedule for program activities; supervises and evaluates program activities in terms of quality and quantity of work product; maintains records of all work activity for wastewater maintenance programs
- ~~supervises and evaluates program activities, especially in terms of quality and quantity of work product; Assists in the planning and monitoring of the wastewater operations budget in regards to staffing, equipment, supplies, parts, and materials~~
- ~~evaluates employees reporting directly and reviews/approves evaluations for all~~

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: WASTEWATER SUPERVISOR

DATE: JUNE 2003

~~wastewater maintenance personnel; reviews, recommends and implements employment decisions regarding such activities as selection, promotion, discipline and contract administration; Performs personnel administrative functions; ensures compliance with procedures, rules, and regulations; evaluates performance and assesses discipline as needed;~~ prepares, conducts and administers safety and training programs

- Writes reports, requests for Council action, specifications for equipment and services, budget justifications, and business correspondence
- ~~researches and recommends equipment purchase and usage;~~ Remains current on developments in wastewater maintenance practices, materials, and equipment
- Coordinates, directs, and inspects work performed by contractors for City facilities and/or equipment, under the program's purview, including detailed review of plans and specifications; coordinates program activities with citizens, contractors, agencies, and in-house personnel
- Investigates and mitigates citizen complaints

~~provides quality customer service; and performed related duties and responsibilities as required.~~

- Performs other related duties as required

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Operations, services, and activities of a wastewater collection system operations and maintenance program;
- Principles and practices of supervision;
- Contract administration;
- Personnel policies and procedures;
- Applicable local, State and federal regulations;
- Modern methods, equipment, standards, procedures and practices used in the inspection, construction, maintenance, and repair of wastewater collection and storm water pumping-drainage systems ~~inspection, construction, maintenance and~~

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CLASS SPECIFICATION



TITLE: WASTEWATER SUPERVISOR

DATE: JUNE 2003

~~repair;~~

- Operational principles and maintenance requirements of pumps, motors, and wastewater lift stations;
- Project management and cost control;
- Computer operation, including spreadsheet development and forecasting; business and trades math;
- Safe working practices, procedures and regulations;
- Record keeping systems;
- Budgetary planning, preparation and control;
- Purchasing practices and procedures; customer service delivery.

Ability to:

- Manage the wastewater maintenance programs, including planning, coordination and supervision of program activities and personnel;
- monitor outside contracts and contractors;
- Read and interpret plans, blueprints, manuals and specifications;
- Give and follow written and oral instruction;
- Develop and maintain effective record keeping systems;
- Ensure safety and professional work standards are met;
- Respond to emergency and problem situations in an effective manner;
- Communicate effectively orally and in writing
- Establish and maintain cooperative work relationships with those contacted in the course of work

Education: High school diploma or equivalent, supplemented by college level courses in water utility science, water technology, or water production, supply and treatment

Experience: Five (5) years' experience in the maintenance, operation and repair of wastewater systems, including two (2) years' ~~experience~~ in a lead or supervisory ~~capacity~~ ~~role~~.

Certifications/License: A ~~valid~~ California ~~motor vehicle operator's~~ ~~Class C driver's~~ license ~~and an acceptable driving record are required by time of appointment;~~ ~~Wastewater Collection System Grade II Certification.~~

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: WASTEWATER SUPERVISOR

DATE: JUNE 2003

Work is performed in a general office. The incumbent uses a computer keyboard and related equipment, sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 50 pounds or less. When work is performed outdoors, there is full exposure to various weather conditions including elevated noise, wind, rain, sun exposure, extreme temperatures, etc. Must utilize approved safety equipment and protective gear, including but not limited to, hard hats, respirators and/or hearing protective devices. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.



CITY OF HUNTINGTON BEACH INTER-DEPARTMENTAL COMMUNICATION HUMAN RESOURCES

TO: PERSONNEL COMMISSION
FROM: MICHELE CARR, DIRECTOR OF HUMAN RESOURCES
SUBJECT: REVISIONS TO WASTEWATER OPERATIONS CREWLEADER JOB CLASSIFICATION SPECIFICATION
DATE: DECEMBER 1, 2010

The **Wastewater Operations Crewleader** is a single-position classification within the wastewater operations job series, represented by the Municipal Employees Association (MEA). The existing job classification specification was reviewed by the Public Works and Human Resources Departments.

Modifications to the **Wastewater Operations Crewleader** job specification are recommended to 1) differentiate the experience requirement from that of the Wastewater Operations Supervisor 2) revise the type of driver's license needed to operate the equipment required in the course of work and 3) change the required Wastewater Collection System Certificate from a Grade I to a Grade II. The current pay grade remains the same.

The City and MEA have met and conferred regarding the changes to this classification. The recommendation presented is based upon the department's input and the meet and confer process.

At this time staff requests the Personnel Commission to approve staff's recommendations in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

STAFF RECOMMENDATION

Job Class Title:	Wastewater Operations Crewleader
Action:	Update Classification
Affected Employees:	None
Recommendation:	Approve the updated job class specification.

Att: Wastewater Operations Crewleader Job Class Specification

c: Travis Hopkins, Director of Public Works
Judy Demers, MEA President

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: WASTEWATER OPERATIONS CREWLEADER DATE: DECEMBER, 2001

JOB CODE: 0146
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES-JOB SUMMARY

~~With Under~~ general supervision, ~~functions as a working supervisor oversees the work of ; schedules and leads skilled workers crews~~ in the maintenance ~~and repair and of wastewater systems. operations of the pipelines, pump stations and other facilities of the City sewer and storm drains; screens and assigns work orders and service requests; determines priorities and monitors completed work; and performs other duties as required within the scope of the classification.~~

SUPERVISION RECEIVED AND EXERCISED

Reports to: Wastewater Supervisor

Supervises: Skilled and non-skilled craft personnel

DISTINGUISHING CHARACTERISTICS

The Wastewater Operations Crewleader assists the Wastewater Operations Supervisor in overseeing the work of wastewater personnel.

~~is a working supervisor with responsibility for maintaining the City's storm and wastewater systems; supervises skilled employees engaged in wastewater operations, and reports to the Storm/Wastewater Supervisor.~~

EXAMPLES OF ESSENTIAL DUTIES

- Assists in scheduling and planning the operations of the crews;
- Evaluates work projects to assess staffing, equipment and time requirements; prepares action formats to complete assignments in accordance with directed priorities
- Works with leadworkers in delegating work assignments assigns and monitors work to employees either through a leadworker or directly; monitors and follows up on work assignments to resolve problems and assure timely completion of assignments; prepares and maintains records on the status of work in progress and the performance of crews and individual crew members

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: WASTEWATER OPERATIONS CREWLEADER DATE: DECEMBER, 2001

- Trains employees in skills, proper maintenance techniques and safe work practices; evaluates work, and recommends disciplinary action; conducts performance appraisals
- Performs periodic safety inspections; identifies and corrects safety hazards
- Investigates reports of sewer stoppage, flooding, odorous conditions, facility disrepair, and other complaints and requests by citizens or other departments
- Implements the periodic flushing and cleaning of sewers
- Maintains inventory of necessary parts and equipment; ; selects and requisitions necessary equipment and related supplies.
- ~~Evaluates projects relative to manpower, equipment and time requirements; prepares action formats to complete assignments in accordance with directed priorities; interviews.~~
- ~~Trains employees in skills, proper maintenance techniques and safe work practices; motivates employees; assigns and evaluates work, and recommends disciplinary action according to established City procedures; conducts performance appraisals; supports and actively promotes the City's safety programs; performs periodic safety inspections; identifies and corrects safety hazards.~~
- Provides budget input ~~during the budget process~~ and monitors the operating budget for area of responsibility; maintains inspection and repair records
- Coordinates with City officials, contractors and other agencies in planning and performing work assignments; maintains inventory of necessary parts and equipment.
- Responds to emergency calls for service on a call-out basis, and works outside of normal business hours, as needed.
- **Performs other related duties as required**

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Municipal wastewater systems
- Equipment safety policies and procedures

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: WASTEWATER OPERATIONS CREWLEADER DATE: DECEMBER, 2001

- Wastewater maintenance procedures and techniques
- Traffic safety laws and regulations and proper vehicle operations
- Machinery, equipment and tools necessary for the maintenance and repair of public wastewater systems
- Occupational hazards and safety precautions applicable to operation of various types of heavy equipment
- Camera inspection and related equipment
- Budgeting and supervisory practices

Ability to:

- Schedule and prioritize staffing and project timelines
- Assign and oversee work of other employees, monitor and evaluate progress
- Research information related to vendors, contractors, equipment and supplies and make recommendations to supervisor
- Resolve day-to-day questions/problems regarding equipment, materials, methods, and procedures needed to complete projects
- Read and follow work orders and instructions
- Safely operate sewer cleaning trucks, vacuum trucks, camera inspection equipment, water trucks, generators, and other heavy equipment
- Perform a variety of maintenance tasks using hand and power tools
- Troubleshoot and solve basic mechanical and electrical problems
- Read and interpret maps and basic blueprints
- Follow safety practices and recognize hazards
- Operate personal computer and utilize standard software applications
- Maintain accurate records
- Communicate effectively orally and in writing
- Establish and maintain cooperative work relationships with those contacted in the course of work

Knowledge of: ~~City and departmental rules, policies and procedures; tools and equipment needed to perform wastewater maintenance and repair work; occupational~~

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: WASTEWATER OPERATIONS CREWLEADER DATE: DECEMBER, 2001

~~hazards and safety practices applicable to wastewater operations; budgeting and supervisory practices.~~

~~**Ability to:** Schedule and prioritize manpower and projects; assign work, monitor and evaluate work progress; research and gather information related to vendors, contractors, equipment and supplies; resolve day-to-day questions/problems regarding equipment, materials, methods, and procedures needed to complete projects; maintain accurate records; use hand and power tools; operate personal computer and standard software applications; establish and maintain effective interpersonal relations with those contacted in the course of work; communicate effectively, both orally and in writing.~~

Education: High school diploma or equivalent.

Experience: Five years experience in the maintenance, repair and construction of wastewater systems, including one year supervisory or leadworker experience.

in sewer and pump station operation with two (2) years in lead or supervisory capacity.

Certifications/License: Possession of a valid California Class B driver's license~~motor vehicle operator's license~~; Grade I Wastewater Collection System Grade II~~CE~~ Certification.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work involves exposure to potential physical harm, dangerous machinery, hazardous chemicals, and potentially infectious disease. Performs moderate to heavy work. There is a frequent need to stand, sit, stoop, walk, climb and balance, work in confined spaces, lift heavy objects (up to 10050 pounds) and perform other physical activities similar actions during the course of the workday. Must utilize approved safety equipment and protective gear including but not limited to hard hats, respirators and/or hearing protective devices. Work is performed outdoors with full exposure to wind, rain, sun, and extreme temperatures. Reasonable Employee accommodations for an individual with a qualified disability~~physical or mental disabilities~~ will be considered on a case-by-case basis.

Positions in this classification are considered safety sensitive under Department of Transportation (DOT) and Federal Highway Administration (FHWA) alcohol and controlled substance use regulations.



CITY OF HUNTINGTON BEACH INTER-DEPARTMENTAL COMMUNICATION HUMAN RESOURCES

TO: PERSONNEL COMMISSION
FROM: MICHELE CARR, DIRECTOR OF HUMAN RESOURCES
SUBJECT: REVISIONS TO WASTEWATER OPERATIONS LEADWORKER JOB CLASSIFICATION SPECIFICATION
DATE: DECEMBER 1, 2010

The **Wastewater Operations Leadworker** is a multi-position classification within the wastewater operations job series, represented by the Municipal Employees Association (MEA). One incumbent recently retired thus creating a vacancy. The position being vacant provided the Public Works and Human Resources Departments the opportunity to review the existing job classification specification and edit as necessary.

Modifications to the **Wastewater Operations Leadworker** job specification are recommended to 1) provide a greater understanding of job and 2) revise the type of driver's license needed to operate the equipment needed in the course of work. The current pay grade remains the same.

The City and MEA have met and conferred regarding the changes to this classification. The recommendation presented is based upon the department's input and the meet and confer process.

At this time staff requests the Personnel Commission to approve staff's recommendations in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

STAFF RECOMMENDATION

Job Class Title:	Wastewater Operations Leadworker
Action:	Update Classification
Affected Employees:	None
Recommendation:	Approve the updated job class specification.

Att: Wastewater Operations Leadworker Job Class Specification

c: Travis Hopkins, Director of Public Works
Judy Demers, MEA President

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: WASTEWATER OPERATIONS LEADWORKER DATE: DECEMBER, 2001

JOB CODE: 0404
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES-JOB SUMMARY

~~With Under~~ general supervision, ~~oversees crews~~; performs a variety of skilled and semi-skilled tasks in the maintenance of the City's wastewater systems; ~~and performs other duties as required within the scope of the classification.~~

SUPERVISION RECEIVED AND EXERCISED

Reports to: Wastewater Operations Crewleader
Supervises: Skilled and non-skilled craft personnel

DISTINGUISHING CHARACTERISTICS

~~This is an advanced journey-level position responsible for coordinating and assigning the daily activities of other crew members while the Wastewater Operations Crewleader serves as the working supervisor to monitor and oversee the work of the crew.~~

~~The Wastewater Operations Leadworker, is a working supervisor with responsibility for performing and leading workers that perform a variety of maintenance tasks. It is distinguished from the skilled trades classes that require journey level experience in a particular trade or craft. It is further distinguished from the Maintenance Service Worker class as a crew leader.~~

EXAMPLES OF ESSENTIAL DUTIES

- ~~Assists the Crewleader/Supervisor in the planning and scheduling of overall work projects~~
- ~~Assigns work to employees in crew; trains employees in work assignments and safe work practices.~~
- ~~Maintains, cleans and repairs sewage collection lines, manholes, lift stations and other sewage facilities and equipment;~~
- ~~Responsible for the surveillance, monitoring and minor repair of stationary equipment such as lift stations;~~

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: WASTEWATER OPERATIONS LEADWORKER DATE: DECEMBER, 2001

- ~~M~~Maintains daily records of operation and maintenance of stationary equipment;
- ~~O~~Operates portable pumps, ventilators, generators, pneumatic tools, gas detectors and similar portable equipment-
- Performs field maintenance of equipment to assure its proper operation;
- ~~R~~Responds to complaints concerning sewer odors, sewer blockages, noisy manhole covers and makes corrections or recommendations-
- ~~Provides training and assistance to Maintenance Worker;~~ ~~O~~Operates hydro-cleaner, combination vacuum and jetter truck, utility trucks or other similar vehicles.
- Responsible for traffic control, proper safety procedures and reading and interpreting sewer atlas;
- ~~complies with Department safety regulations and procedures; assists the Crewleader/Supervisor in the planning and scheduling of overall work projects.~~ Responds to emergency calls for service on a call-out basis, and works outside of normal business hours as needed
- Performs other related duties as required

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Municipal wastewater systems;
- Equipment safety policies and procedures
- Wastewater maintenance procedures and techniques
- Traffic safety laws and regulations and proper vehicle operations;
- Machinery, equipment and tools necessary for the maintenance and repair of public wastewater systems
- Occupational hazards and safety precautions applicable to operation of various types of heavy equipment;
- Camera inspection and related equipment.

Ability to:

- Read and follow work orders and instructions;

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: WASTEWATER OPERATIONS LEADWORKER **DATE: DECEMBER, 2001**

- Safely operate sewer cleaning trucks, vacuum trucks, camera inspection equipment, water trucks, generators, and other heavy equipment;
- Perform a variety of maintenance tasks using hand and power tools
- Troubleshoot and solve basic mechanical and electrical problems;
- Read and interpret maps and basic blueprints;
- Follow safety practices and recognize hazards;
- Maintain accurate records;
- Assign and lead work of other employees;
- Communicate effectively orally and in writing;
- Establish and maintain cooperative work relationships with those contacted in the course of work.

Knowledge of: Equipment safety policies and procedures; a variety of wastewater maintenance procedures and techniques; machinery, equipment and tools necessary for the installation, maintenance and repair of public wastewater systems; occupational hazards and safety precautions applicable to maintenance and repair work in wastewater systems.

Ability to: Read and follow work orders and instructions; perform a variety of maintenance tasks; use hand and power tools; follow safety practices and recognize hazards; carry out work assignments as instructed; maintain accurate records; communicate effectively orally and in writing; establish and maintain cooperative work relationships with those contacted in the course of work.

Education: The equivalent of a high school diploma or equivalent.

Experience: Three (3)-years experience in the maintenance, repair and construction of wastewater systems wastewater maintenance experience.

Certifications/License: Possession of a valid California motor vehicle Class B driver's license; Wastewater Collection Systems Grade II eCertification.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work involves exposure to potential physical harm, dangerous machinery, hazardous chemicals, and potentially infectious disease. Performs moderate to heavy work. There is a frequent need to stand, sit, stoop, walk, climb and balance work in confined spaces, lift heavy objects (up to 75100 pounds) and perform other similar actions physical

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: WASTEWATER OPERATIONS LEADWORKER DATE: DECEMBER, 2001

activities during the course of the workday. Must utilize approved safety equipment and protective gear including but not limited, to hard hats, respirators and/or hearing protective devices. Work is performed outdoors with full exposure to wind, rain, sun, and extreme temperatures. Employee Reasonable accommodation(s) for an individual with a physical or mental disabilities qualified disability will be considered on a case-by-case basis.

Positions in this classification are considered safety sensitive under Department of Transportation (DOT) and Federal Highway Administration (FHWA) alcohol and controlled substance use regulations.



**CITY OF HUNTINGTON BEACH
INTER-DEPARTMENTAL COMMUNICATION
HUMAN RESOURCES**

TO: PERSONNEL COMMISSION
FROM: MICHELE CARR, DIRECTOR OF HUMAN RESOURCES
SUBJECT: REVISIONS TO WASTEWATER EQUIPMENT OPERATOR JOB CLASSIFICATION SPECIFICATION
DATE: DECEMBER 1, 2010

The **Wastewater Equipment Operator** is a multi-position classification within the wastewater operations series, represented by the Municipal Employees Association (MEA). Changes to other jobs in the series provided the Public Works and Human Resources Departments the opportunity to review the existing job classification specification and edit as necessary.

Modifications to the **Wastewater Equipment Operator** job specification are recommended to 1) provide a greater understanding of the essential duties performed and 2) expand and target experience specific to the expertise required to perform the duties of the job. These edits will not change the fundamental scope of work to be performed nor affect the current pay grade.

The City and MEA have met and conferred regarding the changes to this classification. The recommendation presented is based upon the department's input and the meet and confer process.

At this time staff requests the Personnel Commission to approve staff's recommendations in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

STAFF RECOMMENDATION

Job Class Title:	Wastewater Equipment Operator
Action:	Update Classification
Affected Employees:	None
Recommendation:	Approve the updated job class specification.

Att: Wastewater Equipment Operator Job Class Specification

c: Travis Hopkins, Director of Public Works
Judy Demers, MEA President

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: WASTEWATER EQUIPMENT OPERATOR

DATE: DECEMBER, 2001

JOB CODE: 0362
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES-JOB SUMMARY

~~With-Under~~ general supervision, operates a variety of maintenance vehicles and camera inspection equipment to clean, monitor, maintain and repair City wastewater systems including pipelines, lift stations, storm drains, and catch basins., ~~and performs other duties as required within the scope of the classification.~~

SUPERVISION RECEIVED AND EXERCISED

Reports to: Wastewater Operations Crewleader

Supervises: None

DISTINGUISHING CHARACTERISTICS

The Wastewater Equipment Operator is a single position job class ~~with responsibility~~ responsible for operating a variety of equipment required during the course of work and performs the full range of duties assigned to positions within the series. The position ~~differs used to maintain the City's wastewater systems; performs no supervisory duties.~~ from Wastewater Maintenance Service Worker ~~in that Wastewater Equipment Operator performs the full range of duties assigned to~~ positions within the series and has primary responsibility for the operations ~~of~~ wastewater vehicles and equipment while ~~Wastewater Maintenance Service Worker~~ performs the more routine tasks and duties.

~~Differs from Wastewater Operations Leadworker in that~~ Wastewater Equipment Operator performs the full range of duties assigned to positions within the series and has primary responsibility for the operations of wastewater vehicles and equipment while Wastewater Operations Leadworker oversees the work of a crew as well as performs the full range of duties assigned to positions within the series.

EXAMPLES OF ESSENTIAL DUTIES

- Operates a variety of maintenance vehicles including but not limited to backhoes, loaders, boom, water and dump trucks, forklifts, sewer cleaning and vacuum trucks

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: WASTEWATER EQUIPMENT OPERATOR

DATE: DECEMBER, 2001

- and other wastewater maintenance equipment to clean and maintain storm drains and drain lines
- Transports equipment to and from yard and job sites and sets up traffic control perimeters as needed
 - ~~Checks daily schedule and receives work orders or project assignments from supervisor;~~ assembles and prepares equipment and tools necessary to complete assignments; establishes a safe work area and coordinates activities with employees, contractors or the general public as necessary;
 - inspects equipment and reports safety hazards and maintenance problems;
~~transports equipment to and from yard and job sites and sets up traffic control perimeters as needed.~~
 - ~~Operates a variety of maintenance equipment including but not limited to backhoes, loaders, boom, water and dump trucks, forklifts, sewer cleaning and vacuum trucks and other wastewater maintenance equipment to clean and maintain storm drains and drain lines;~~ operates jackhammers and concrete saws to break up asphalt and cement.
 - ~~Enters spreadsheet information using Geobase software program to~~ records sewer locations, tie-in locations, manhole locations, and damage locations using a Geobase software application.
 - troubleshoots and solves electrical and mechanical problems such as treads, chains, drivers, electrical parts; performs related preventative maintenance tasks;
 - assists in cleaning and maintaining wet wells and stations at lift stations.
 - Responds to emergency calls for service on a call-out basis, and works outside of normal business hours as needed; ~~observes standard operating procedures and safety practices.~~
 - Performs other related duties as required

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The city, at its discretion, may add, modify, change or rescind work assignments as needed.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: WASTEWATER EQUIPMENT OPERATOR

DATE: DECEMBER, 2001

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- ~~– City Municipal~~ wastewater systems;
- ~~– Traffic~~ safety laws and regulations and proper vehicle operations;
- ~~– Machinery~~, equipment and tools necessary for the maintenance of wastewater systems;
- ~~– Wastewater maintenance procedures and practices~~
- ~~– Occupational~~ hazards and safety precautions applicable to operation of various types of heavy equipment;
- ~~– Camera~~ inspection and related equipment.

Ability to:

- ~~– Read and follow work orders and instructions;~~
- ~~– Safely operate sewer cleaning trucks, vacuum trucks, camera inspection equipment, and computer tracking software,~~ water trucks, generators, and other heavy equipment;
- ~~– Use~~ hand and power tools;
- ~~– Troubleshoot~~ and solve basic mechanical and electrical problems;
- ~~– Read~~ and interpret maps and basic blueprints;
- ~~– Follow~~ safety practices and recognize hazards;
- ~~– carry out work assignments as instructed;~~ ~~m~~Maintain accurate records;
- ~~– Communicate~~ effectively orally and in writing;
- ~~– Establish~~ and maintain cooperative work relationships with those contacted in the _____ course of work.

Education: High school diploma or equivalent.

Experience: Two years ~~in operating field maintenance equipment with~~ experience involving ~~maintenance, repair and construction sewer maintenance~~ of wastewater collections systems, and the operation of sewer maintenance and camera inspection equipment ~~preferred~~.

Certifications/License: Possession of a valid California Class B ~~California motor vehicle operated~~ river's license and Wastewater Collection System Grade I certification.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: WASTEWATER EQUIPMENT OPERATOR

DATE: DECEMBER, 2001

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS ~~—Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease. There is frequent need to stand, sit, stoop, walk, work in confined spaces, lift heavy objects (up to 150 pounds) and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.~~

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work involves exposure to potential physical harm, dangerous machinery, hazardous chemicals, and potentially infectious disease. Performs moderate to heavy work. There is a frequent need to stand, sit, stoop, walk, climb and balance, work in confined spaces, lift heavy objects (up to 100 pounds) and perform other physical activities during the course of the workday. Must utilize approved safety equipment and protective gear including but not limited to hard hats, respirators and/or hearing protective devices. Work is performed outdoors with full exposure to wind, rain, sun, and extreme temperatures. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Positions in this classification are considered safety sensitive under Department of Transportation (DOT) and Federal Highway Administration (FHWA) alcohol and controlled substance use regulations.



CITY OF HUNTINGTON BEACH INTER-DEPARTMENTAL COMMUNICATION HUMAN RESOURCES

TO: PERSONNEL COMMISSION
FROM: MICHELE CARR, DIRECTOR OF HUMAN RESOURCES
SUBJECT: REVISIONS TO SENIOR WASTEWATER PUMP MECHANIC JOB CLASSIFICATION SPECIFICATION
DATE: DECEMBER 1, 2010

The **Senior Wastewater Pump Mechanic** is a single-position classification within the wastewater operations series, represented by the Municipal Employees Association (MEA). A recent change in the minimum qualifications of another job in the series provided the Public Works and Human Resources Departments the opportunity to review the existing job classification specification and edit as necessary.

Modifications to the **Senior Wastewater Pump Mechanic** job specification are recommended to 1) provide a greater understanding of the essential duties performed and 2) expand and target experience specific to the expertise required to perform the duties of the job. These edits will not change the fundamental scope of work to be performed nor affect the current pay grade.

The City and MEA have met and conferred regarding the changes to this classification. The recommendation presented is based upon the department's input and the meet and confer process.

At this time staff requests the Personnel Commission to approve staff's recommendations in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

STAFF RECOMMENDATION

Job Class Title:	Senior Wastewater Pump Mechanic
Action:	Update Classification
Affected Employees:	None
Recommendation:	Approve the updated job class specification.

Att: Senior Wastewater Pump Mechanic Job Class Specification

c: Travis Hopkins, Director of Public Works
Judy Demers, MEA President

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR WASTEWATER PUMP MECHANIC DATE: DECEMBER, 2001

JOB CODE: 0349
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES-JOB SUMMARY

Under general supervision, performs skilled ~~technical duties work~~ in repairing, servicing and replacing pumps, motors and other peripheral equipment in the City's wastewater facilities, ~~and performs other duties as required within the scope of the classification.~~

SUPERVISION RECEIVED AND EXERCISED

Reports to: Wastewater Supervisor

Supervises: None

DISTINGUISHING CHARACTERISTICS

The Senior Wastewater Pump Mechanic is an journey-master level position responsible for performing installation and repair work in maintaining pump equipment within the City's wastewater department and providing lead direction to the Wastewater Pump Mechanic and. ~~This position provides lead direction to~~ other staff in performing repairs.

EXAMPLES OF ESSENTIAL DUTIES

- Operates portable pumps, ventilators, generators, air tools, gas detectors and similar portable equipment
- Assigns work to crew in the field;
- pPerforms ~~more~~ complex electrical and electronic repair work ~~in the repairs;~~
- mMaintains, cleans, replaces and repairs pumps, electric motors, automatic controls, valves, piping, plumbing, mechanical assemblies and related pump station equipment
- Operates portable pumps, ventilators, generators, air tools, gas detectors and similar portable equipment. Coordinates wastewater collection system activities with other divisions, outside agencies and organizations

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR WASTEWATER PUMP MECHANIC DATE: DECEMBER, 2001

- Performs preventative maintenance on lift stations, dry pit lift stations and submersible lift stations.
- Performs diagnostic work to determine the cause of poor or non-performance of equipment.
- Maintains inspection and repair records and files of work performed.
- ~~May~~ assists with telemetry repair and maintenance or fabrication and welding of pumps, motors and other peripheral equipment
- ~~Performs record keeping and maintains files on work performed; attends training; supports and actively promotes the City's safety programs~~
- assists with periodic safety inspections;
- identifies and corrects safety hazards;
- responds to emergency calls for service on a call-out basis and works outside normal working hours as needed.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Practices, procedures, tools and materials used in the maintenance, repair and installation of heavy plant equipment, pumps, motors, controllers, variable speed and chain drives, and lift stations ~~City policies and procedures; machinery, pumps and motors; common tools and test equipment used in pump and motor repair;~~
- Occupational hazards and necessary safety precautions applicable to maintenance and repair of wastewater equipment and distribution.

Ability to:

- Read and follow work orders and instructions
- Read and interpret plans, specifications, repair manuals and diagnostic test results;
- Use a variety of test instruments and power, hydraulic or hand tools
- Provide lead support to other personnel ;

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR WASTEWATER PUMP MECHANIC DATE: DECEMBER, 2001

- ~~–r~~**R**espond quickly to critical situations, and carry out work assignments as instructed;
- ~~–m~~**M**aintain accurate records;
- ~~–e~~**C**ommunicate effectively orally and in writing;
- ~~–e~~**E**stablish and maintain cooperative work relationships with those contacted in the course of work.

Education: ~~The equivalent of a~~ High ~~S~~**S**chool ~~D~~**D**iploma ~~or equivalent.~~

Experience: Five (5) years of experience in the installation, repair and maintenance of heavy industrial equipment such as pumps, motors, vari-speed and chain drives, and lift stations.wastewater system maintenance.

Certifications/License: Possession of a valid California ~~motor vehicle operator's~~ Class B driver's license.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS –

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work involves exposure to potential physical harm, dangerous machinery, hazardous chemicals, and potentially infectious disease. There is a frequent need to stand, sit, stoop, walk, climb and balance, work in confined spaces, lift heavy objects (up to ~~75~~**100** pounds) and perform other ~~similar actions~~ physical activities during the course of the workday. Must utilize approved safety equipment and protective gear including but not limited, to hard hats, respirators and/or hearing protective devices. Work is performed outdoors with full exposure to wind, rain, sun, and extreme temperatures. Employee Reasonable accommodation(s) for ~~physical or mental disabilities~~ an individual with a qualified disability will be considered on a case-by-case basis.

Positions in this classification are considered safety sensitive under Department of Transportation (DOT) and Federal Highway Administration (FHWA) alcohol and controlled substance use regulations.

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CITY OF HUNTINGTON BEACH INTER-DEPARTMENTAL COMMUNICATION HUMAN RESOURCES

TO: PERSONNEL COMMISSION
FROM: MICHELE CARR, DIRECTOR OF HUMAN RESOURCES
SUBJECT: REVISIONS TO WASTEWATER PUMP MECHANIC JOB CLASSIFICATION SPECIFICATION
DATE: DECEMBER 1, 2010

The **Wastewater Pump Mechanic** is a single-position classification within the wastewater operations series, represented by the Municipal Employees Association (MEA). A recent change in the minimum qualifications of another job in the series provided the Public Works and Human Resources Departments the opportunity to review the existing job classification specification and edit as necessary.

Modifications to the **Wastewater Pump Mechanic** job specification are recommended to 1) appropriately depict the minimum qualifications of the job and 2) revise the type of driver's license needed to operate the equipment required in the course of work. These edits will not change the fundamental scope of work to be performed nor affect the current pay grade.

The City and MEA have met and conferred regarding the changes to this classification. The recommendation presented is based upon the department's input and the meet and confer process.

At this time staff requests the Personnel Commission to approve staff's recommendations in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

STAFF RECOMMENDATION

Job Class Title:	Wastewater Pump Mechanic
Action:	Update Classification
Affected Employees:	None
Recommendation:	Approve the updated job class specification.

Att: Wastewater Pump Mechanic Job Class Specification

c: Travis Hopkins, Director of Public Works
Judy Demers, MEA President

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: WASTEWATER PUMP MECHANIC

DATE: DECEMBER, 2001

JOB CODE: 0387
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES-JOB SUMMARY

Under general supervision, performs a variety of skilled technical duties and semi-skilled tasks in repairing, servicing and replacing pumps, motors and other peripheral equipment in the City's wastewater facilities, ~~and other duties as required within the scope of the classification.~~

SUPERVISION RECEIVED AND EXERCISED

Reports to: Wastewater Operations Supervisor

Supervises: None

DISTINGUISHING CHARACTERISTICS

The Wastewater Pump Mechanic is a single position job class ~~with responsibility~~ responsible for performing journey level ~~installation maintenance~~ and repair work ~~in maintaining of wastewater pump equipment within the City's wastewater department.~~ and differs from the Senior Wastewater Pump Mechanic in the complexity of work performed. ~~This position does not have supervisory responsibility and reports to the Crewleader, Wastewater Operations.~~

EXAMPLES OF ESSENTIAL DUTIES

- Maintains, cleans, replaces and repairs pumps, electric motors, automatic controls, valves, piping, plumbing, mechanical assemblies and related pump station equipment.
- Operates portable pumps, ventilators, generators, air tools, gas detectors and similar portable equipment; may operate a variety of vehicles such as fork lifts, dump trucks, flat bed trucks, loaders, tractors, backhoes, water trucks.
- Coordinates wastewater collection system activities with other divisions, outside agencies and organizations.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: WASTEWATER PUMP MECHANIC

DATE: DECEMBER, 2001

- Performs preventative maintenance on lift stations, dry pit lift stations and submersible lift stations; ~~P~~performs diagnostic work to determine the cause of poor or non-performance.
- Performs record keeping and maintains files on work performed; ~~M~~maintains inspection and repair records.
- ~~May a~~Assists with telemetry repair and maintenance or fabrication and welding ~~of pumps, motors and other peripheral equipment~~
- ~~a~~Assists with periodic safety inspections; identifies and corrects safety hazards;
- ~~r~~Responds to emergency calls for service on a call-out basis and works outside normal working hours as needed.
- Performs other related duties as required

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- ~~– Practices, procedures, tools and materials used in the maintenance, repair and installation of heavy plant equipment, pumps, motors, controllers, variable speed and chain drives, and lift stations~~City policies and procedures
- ~~– Occupational hazards and necessary safety precautions applicable to maintenance and repair of wastewater equipment and distribution~~
- ~~— machinery, pumps and motors; common tools and test equipment used in pump and motor repair; occupational hazards and necessary safety precautions applicable to maintenance and repair of wastewater equipment and distribution~~

Ability to:

- ~~–~~ Read and follow work orders and instructions
- ~~–~~ Read and interpret plans, specifications, repair manuals and diagnostic test results;
- ~~– u~~Use a variety of test instruments and power, hydraulic or hand tools;

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: WASTEWATER PUMP MECHANIC

DATE: DECEMBER, 2001

- ~~– Respond~~ quickly to critical situations, and carry out work assignments as instructed;
- ~~– Maintain~~ accurate records;
- ~~– Communicate~~ effectively orally and in writing;
- ~~– Establish~~ and maintain cooperative work relationships with those contacted in the course of work.

Education: ~~The equivalent of a~~ High School Diploma ~~or equivalent.~~

Experience: ~~Five (5)–Three~~ years of experience in the installation, repair and maintenance of heavy industrial equipment such as pumps, motors, vari-speed and chain drives, and lift stations. wastewater system maintenance.

Certifications/License: Possession of a valid California Class B motor driver's vehicle operator's license.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work involves exposure to potential physical harm, dangerous machinery, hazardous chemicals, and potentially infectious disease. There is a frequent need to stand, sit, stoop, walk, climb and balance, work in confined spaces, lift heavy objects (up to ~~75~~100 pounds) and perform other ~~similar actions~~ physical activities during the course of the workday. Must utilize approved safety equipment and protective gear including but not limited to hard hats, respirators and/or hearing protective devices. Work is performed outdoors with full exposure to wind, rain, sun, and extreme temperatures. Employee Reasonable accommodation(s) for an individual with a qualified disability ~~physical or mental disabilities~~ will be considered on a case-by-case basis.

Positions in this classification are considered safety sensitive under Department of Transportation (DOT) and Federal Highway Administration (FHWA) alcohol and controlled substance use regulations.



CITY OF HUNTINGTON BEACH INTER-DEPARTMENTAL COMMUNICATION HUMAN RESOURCES

TO: PERSONNEL COMMISSION
FROM: MICHELE CARR, DIRECTOR OF HUMAN RESOURCES
SUBJECT: REVISIONS TO LITERACY PROGRAM SPECIALIST JOB CLASSIFICATION SPECIFICATION
DATE: DECEMBER 1, 2010

The **Literacy Program Specialist** is a single-position classification, represented by the Municipal Employees Association (MEA). The incumbent recently retired thus creating a vacancy. The position being vacant provided the Library Services and Human Resources Departments the opportunity to review the existing job classification specification and edit as necessary.

Modifications to the **Literacy Program Specialist** job specification are recommended to 1) provide a greater understanding of the essential duties performed and 2) appropriately depict the minimum qualifications of the job. The change to the qualifications expands upon the majors in which a bachelor's degree can be obtained and targets experience specific to the expertise required to perform the duties of the job. These edits will not change the fundamental scope of work to be performed. The current pay grade remains the same.

The City and MEA have met and conferred regarding the changes to this classification. The recommendation presented is based upon the department's input and the meet and confer process.

At this time staff requests the Personnel Commission to approve staff's recommendations in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

STAFF RECOMMENDATION

Job Class Title:	Literacy Program Specialist
Action:	Update Classification
Affected Employees:	None
Recommendation:	Approve the updated job class specification.

Att: Literacy Program Specialist Job Class Specification

c: Stephanie Beverage, Director of Library Services
Judy Demers, MEA President

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: LITERACY PROGRAM SPECIALIST

DATE: DECEMBER, 2001

JOB CODE: 0302
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES JOB SUMMARY

Under general supervision, ~~oversees plans, implements, coordinates, promotes, and supervises all training provided by~~ the Adult Literacy Program ~~to help adults improve their reading, writing and speaking skills, and performs other duties as required within the scope of the classification.~~

SUPERVISION RECEIVED AND EXERCISED

Reports to: Senior Librarian

Supervises: Volunteer program tutors

DISTINGUISHING CHARACTERISTICS

The Literacy Program Specialist is a ~~journey-level professional single-position classification~~ with responsibility for ~~planning, coordinating and conducting overseeing all~~ training programs to improve adult literacy. ~~This position trains and supervises volunteer program tutors.~~

EXAMPLES OF ESSENTIAL DUTIES

- Designs, develops and coordinates adult literacy programs offered by the City Library.
- Recommends and implements goals and objectives related to adult literacy; establishes schedules and methods for providing adult literacy programs; implements policies and procedures
- Trains and supervises paid and volunteer support staff; recruits, trains and supports tutors; assigns duties and completes employee performance appraisals.
- Plans, develops, and implements methods to evaluate the effectiveness of literacy programs and projects; measures results of program activities through performance indicators and modifies activities to optimize results

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: LITERACY PROGRAM SPECIALIST

DATE: DECEMBER, 2001

- Coordinates literacy computer lab operations; plans and teaches workshops, and assists students.
- Develops curriculum and lesson plans for adult literacy courses and aneillary-related programs such as story times for parents and children the family literacy program.
- Monitors program effectiveness, tests literacy students, tracks attendance, maintains training records and prepares periodic reports.
- Assists with collection development; evaluates and culls teaching collection on an ongoing basis; selects and purchases books, teaching materials, software, supplies and equipment.
- Participates in the preparation and administration of the adult literacy program budget; monitors expenditures; prepares grant proposals
- Stays current with developments in the field of adult literacy, library technology and information services; attends a variety of professional development programs.
- Performs other related duties and responsibilities including grant writing and administration; gathers and analyzes statistics; prepares reports and payroll; develops promotional or program materials including newsletters as required.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. Management reserves the right to add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Knowledge of:

- Theories, principles, and practices of adult learning and training, including the development of lesson plans and training materials;
- City and library policies and procedures; Operations, services and activities of an adult literacy program
- Principles and practices of program development and implementation
- adult learning principles training theories and practices including the development of lesson plans and training materials; modern Modern office practices and personal computer operation including Microsoft office software applications and teaching software;
- Grant writing and administration.

Ability to:

- Plan and organize literacy services, including Plan, organize, scheduling and conducting of training classes;

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: LITERACY PROGRAM SPECIALIST

DATE: DECEMBER, 2001

- ~~maintain accurate records; operate standard office equipment including personal computers and related software; establish~~ Establish and maintain effective working relationships with those contacted in the course of work;
- ~~Communicate clearly and concisely~~ effectively, both orally and in writing ~~with people of many cultures and abilities.~~
- Oversee, direct, and coordinate the work of volunteer workers;
- Participate in the development and administration of goals, objectives, and procedures;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; research, analyze, and evaluate new service delivery methods and techniques;
- Interpret and apply Federal, State, and local policies, laws, and regulations related to adult literacy

Education: ~~Possession of a~~ Bachelor's degree from an accredited ~~college or university institution in~~ Education, administration, library science, social or behavioral ~~or science or other closely~~ a related field.

Experience: Three (3) years' ~~of experience in a training or teaching environment.~~ developing and implementing adult education programs and activities.

License/

Certification: A valid California ~~motor vehicle~~ Class C driver's ~~operator's~~ license and an acceptable driving record are required by time of appointment.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed in a general office environment and requires sitting for prolonged periods of time; standing and walking to retrieve work files or to other departments or office locations; leaning, bending and stooping to perform work behind a desk or to retrieve information; pushing, turning or twisting to move chair or body from desk; reaching to place or retrieve files or open file drawers or cabinets; light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard; and, hearing and speaking to answer the telephone or answer questions of co-workers and subordinates. May require working irregular hours, including evenings and weekends.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: LITERACY PROGRAM SPECIALIST

DATE: DECEMBER, 2001

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

~~— Ability to work irregular hours including evenings and weekends; mobility within an office environment. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.~~

ITEM # 6

Goals for the Personnel Commission & Staff

1. Continue to recruit qualified applicants and provide timely eligibility lists to the hiring authority.
2. Conduct job description reviews on a three year cycle to ensure meeting changing needs of the City.
3. Develop new classifications to meet changing needs of the City.
4. Review and update the Personnel Rules to improve, clarify and keep current with changes in the State and Federal Laws as well as the needs of the City.
5. Design and conduct a Personnel Commission Orientation during the calendar year of 2008.



Goal completed October 2007

6. Review Administrative Regulation 413: Constructive Action Plan (CAP) – Disciplining Alternative program.

ITEM # 8

Vacant Position List

& RECRUITMENT STATUS REPORT

as of December 7, 2010

DEPT	JOB TITLE	QTY	STATUS
ADMINISTRATION			
	None		
CITY ATTORNEY			
	None		
CITY CLERK			
	None		
CITY TREASURER			
	Accounting Technician II	1	On hold
	Budget Analyst, Senior	1	On hold - Pending review of classification/position
COMMUNITY SERVICES			
	Administrative Analyst, Senior	1	On hold
	Director of Community Services	1	On hold
	Marine Safety Officer II	1	On hold
	Recreation Supervisor	1	Freeze Waiver recd - Pending classification review
ECONOMIC DEVELOPMENT			
	None		
FINANCE			
	Director of Finance	1	Freeze Waiver recd - Job offer effective 12/13/10
	Senior Accountant	1	Freeze Waiver recd - Job offer effective 12/13/10
	Senior Administrative Analyst	1	Freeze Waiver recd - Testing begins 12/16/10
	Senior Payroll Technician	1	On hold
FIRE			
	Deputy Fire Marshall	0	On hold - Currently underfilled by Fire Capt.
	Emergency Services Coordinator	0	On hold - Currently underfilled by Admin. Aide
	Fire Batallion Chief	1	On hold

Fire Engineer	1	On hold
Firefighter	1	On hold
Firefighter Paramedic	2	On hold

HUMAN RESOURCES

None

INFORMATION SERVICES

None

LIBRARY

Literacy Program Specialist	1	Freeze Waiver recd - Pending approval of classification revision
Senior Librarian	2	On hold
Theater/Media Technician	1	On hold

PLANNING & BUILDING

Inspection Manager	1	Freeze Waiver recd - Recruitment closed 11/24/10
Permit & Plan Check Manager	1	On hold
Senior Planner	0	Freeze Waiver recd - Names certified to Dept. 11/18/10 - currently underfilled

POLICE

Administrative Assistant	1	On hold
Communications Operator	3	On hold
Equip/Auto Maint Crewleader	1	On hold
Parking/Traffic Control Officer	1	On hold
Police Officer	17	On hold
Police Records Spec (Tech)	3	Freeze Waiver recd for (1) - Names certified, bkgrd in progress
Police Records Supervisor	1	Freeze Waiver recd - Promo job offer eff. 1/8/11
Police Recruit	4	On hold
Police Services Specialist	2	On hold

PUBLIC WORKS

Administrative Secretary	1	On hold
Equip/Auto Maint Crewleader	1	On hold
Facilities Maintenance Crewleader	2	On hold - Pending review of classification/position
Fleet Operations Supervisor	1	Freeze Waiver recd - Testing 12/9/10
Landscape Maint Leadworker	1	On hold
Landscape Maint Supervisor	1	On hold
Maintenance Operations Manager	1	Freeze Waiver recd - Names certified to Dept. 12/2/10
Office Assistant II	1	On hold

Park Maintenance Crewleader	1	Freeze Waiver recd - Names certified to Dept. 11/30/10
Project Manager	1	On hold - Pending review of classification/position
Signs & Markings Crewleader	1	On hold
Traffic Maint. Service Worker	1	On hold
Tree Maintenance Crewleader	1	On hold
Utilities Manager	1	Freeze Waiver recd - Testing 12/8/10
Wastewater Equip. Operator	1	On hold
Wastewater Operations Ldwrkr	1	On hold
Wastewater Supervisor	1	Freeze Waiver recd - Pending approval of classification revision
Water Distrib. Maint. Crewleader	1	On hold
Water Distrib. Meters Crewleader	1	On hold

TOTAL	74	
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2010 COUNCIL LIAISON LIST

CITIZEN BOARDS, COMMISSIONS, COMMITTEES, AND TASK FORCES

(Citizen Members Appointed to Four-Year Terms)

	Citizen Group	Council Liaisons	Meeting Date/Place	Staff Contact
1.	Allied Arts Board	Hansen, Green, Dwyer	1 st Tues, Art Center, 6:00 PM	Com Services, Kate Hoffman, 374-1658
2.	Children's Needs Task Force	Coerper, Carchio	4 th Thurs, B-8, 4 PM, Bi-Monthly (Aug, Oct, Dec, Feb, Apr, June)	Com Services, Janeen Laudenback, 536-5496
3.	Citizen Participation Advisory Board	Green, Coerper, Carchio	1 st Thurs, B-8, 7:00 PM	Econ. Dev., Carol Runzel, 536-5224
4.	Community Services Commission	Hansen, Green, Carchio	2 nd Wed, Chambers, 6:00 PM	Com. Svs., Dave Dominguez 374-5309
5.	Design Review Board	Carchio, Bohr, Hansen	2 nd Thurs, B-8, 3:30 PM	Planning, Tess Nguyen - 374-1744
6.	Environmental Board	Bohr, Dwyer, Hardy	1 st Thurs, B-7, 6:30 PM	Admin., Aaron Klemm 536-5537
7.	Finance Board	Individual Appointments	2 nd Wed, B-8, 6:00 PM	Finance, Bob Wingenroth, 536-5225
8.	Fourth of July Executive Board	Bohr, Hansen, Coerper	1 st Wed, B-8, 6:00 PM	Com Services, Naída Osline, 374-5312
9.	Historic Resources Board	Carchio, Hardy	3 rd Fri., Art Center, 1:30 PM, <u>as needed</u>	Com Services, Kate Hoffman, 374-1658
10.	Human Relations Task Force	Green, Coerper	1 st Tues, B-8, 6:45 PM	Planning, Ricky Ramos - 536-5624
11.	Investment Advisory Board	Individual Appointments	4 th Wed (Jan, Apr, July, Oct) Council Caucus Room, 6:00 PM	Com. Services, Elaine Kuhnke, 374-5307
12.	Library Board	Coerper, Carchio	3 rd Tues, Central Library, 5:00 PM	City Treas., Shari Freidenrich, 536-5200
13.	Mobile Home Advisory Board	Bohr, Hansen	4 th Mon, B-7, 6:30 PM	Library, Stephanie Beverage, 960-8835
14.	Personnel Commission	Coerper, Bohr	3 rd Wed, B-8, 5:30 PM	Econ. Dev., Terri King, 960-8831
15.	Planning Commission	Individual Appointments	2 nd & 4 th Tues; 5:15 PM (B-8) 7:00 PM (Chambers)	Michele Carr (714) 536-5586
16.	Public Works Commission	Individual Appointments	3 rd Wed, Council Chambers, 5:00 PM	Planning, Herb Fauland, 536-5438
17.	Youth Board	Dwyer, Hardy	2 nd Mon, 3:30 PM 5 th Floor Conf. Room	Public Works - Travis Hopkins 536-5437
				Com Services, Gisela Campagne 374-5397

CITY OF HUNTINGTON BEACH
Other City and Citizen Committees
 (Created by City Council Action)

	Citizen Group	Council Liaisons	Meeting Date/Place	Staff Contact
1.	Specific Events Committee (governed by MC 13.54) and Executive Events Committee	Coerper, Carchio, Green	Thurs, City Hall-Lower Level, 2 PM (As Needed)	Com Services, Naida Osline 374-5312

COMMUNITY GROUPS
(Citizen Members Not Appointed by City Council)

	Citizen Group	Council Liaisons	Meeting Date/Place	Staff Contact
1.	Huntington Beach Council on Aging	Green, Bohr, Coerper	1 st Thurs, Senior Outreach Center, 9 am	Com Services, Janeen Laudenback, 536-5496
2.	Neighborhood Watch	Coerper, Bohr, Carchio	2 nd Tues, Police Dept, 2 nd Flr. Investigation Conf. Room, 6:30 PM (No meeting July, Aug, Dec)	Police, 536-5933
3.	Oakview Task Force	Coerper, Dwyer, Carchio	3rd Thursday of March, June, September, December	Janeen Laudenback, Com. Services, 536-5496
4.	Sister City Association	Dwyer, Coerper, Bohr	1 st Wed, Central Library Conference Room, 7 PM	Comm. Svs., Gisela Campagne, 374- 5397
5.	3-1 Foundation	Coerper, Green	3rd Tues., 7:30 AM	Pat Dapkus, 536-5579

**CITY OF HUNTINGTON BEACH
COUNCIL COMMITTEES**

	Council Committee	Council Committee Members	Meeting Date/Place	Staff Contact
1.	Beautification, Landscape, & Tree	Hardy, Dwyer, Hansen	4 th Tues, PW Conf. Rm, 3:30 PM	Pub Works, Joyce Greene, 536-5437
2.	Citywide Water Quality Subcommittee	Green, Hardy, Dwyer	Meets Quarterly – Dates to be determined	Pub Works, Terri Elliot, 960-8494
3.	Communications**	Carchio, Coerper, Bohr	3 rd Tuesday, CR #1, 4 PM	Pub Info, Laurie Payne, 536-5577
4.	Economic Development Committee	Mayor, Mayor Pro Tem, Last Past Mayor <u>prescribed</u> EDC Green, Hardy & Bohr Downtown – Same as above	2 nd Mon, Rm. #2, 2:30 pm (EDC)	Economic Development Stanley Smalewitz, 536-5909
5.	Intergovernmental Relations	Hardy, Carchio, Dwyer	4 th Thurs, B-8, 8:30 am (Downtown Issues)	Admin, Pat Dapkus, 536-5579
6.	Santa Ana River & Parkway Comm.	Bohr, Coerper, Green	3 rd Tues., 4 th Floor, CR #1, 11:30 am	Comm. Svs.- Jim Engle 536-5495
7.	School District/City Meeting	Hansen, Bohr, Coerper	No set meeting date	Ec Dev, Stanley Smalewitz, 536-5909
8.	Southeast Area	Hardy, Dwyer, Carchio	As Needed	Admin. Fred Wilson - 536-5575
9.	Strategic Plan Committee (Ad Hoc)	Bohr, Hansen, Hardy	As needed	

** Two members also serve on the PCTA

COMMUNITY & REGIONAL AGENCIES AND COMMITTEES (Appointed by Mayor)

	Name of Agency/Committee	Appointee	Meeting Times	Staff Contact
1.	California Coastal Coalition Board	Bohr, Dwyer, Carchio	2-3 meetings/year, various places	Steve Aceti, (760) 944-3564
2.	HB Chamber Business & Government Relations	Bohr, Carchio	4 th Wed. ea. Month, 8:00 at Chamber	Pat Dapkus (714) 536-5579
3.	HB Conference & Visitors Bureau	Green, Carchio (Alternate)	2 nd Tues, 11:00 am, HBCVB	Stanley Smalewitz 536-5909
4.	League of California Cities, Coastal Cities Group	Coerper	Monthly as scheduled by the State League. May go to bi-monthly	Mary Creasey - State League Phone: (916) 658-8243
5.	O.C. Coastal Coalition	Coerper, Bohr, Dwyer	4 th Thurs, Newport Beach Library, 9-11 am	Supervisor Moorlach Office 834-3220
6.	O.C. Council of Governments OCCOG (SCAG District 64 Representative)	Coerper (Bohr, Alternate) Coincides with SCAG Term	4 th Thurs, 9 am, Sanitation District, FV (no meetings July/Dec)	Admin, Pat Dapkus, 536-5579 Chuck Wilson, Mission Viejo, (949) 470-3024
7.	O.C. Sanitation District \$170 per meeting	Green (Hardy, Alternate)	4 th Wed, 7 pm, Sanitation District, FV (Plus Committee assigned by Chair) 10844 Ellis Ave., FV	Penny Kyle, 593-7130
8.	O.C. Vector Control District \$100 per meeting	Carchio (Second 2-Year Term beginning 01/10)	3 rd Thurs, 3:30 pm 13001 Garden Grove Blvd.	Vicki Blaylock, 971-2421
9.	OCTA Measure M Growth Management Area 6 (GMA 6)	Coerper (Dwyer Alternate)	Annually, typically in May/June	Travis Hopkins - 536-5437
10.	OCTA West Orange Project Definition Study Policy Committee	Dwyer, Coerper	As Needed (OCTA Rm. 103/104)	Pub Works, Bob Stachelski, 375-5523
11.	OCTA - 405 Project Committee	Green (Dwyer Alternate)	TBD	Pub Works, Bob Stachelski, 536-5523
12.	Public Cable Television Authority (PCTA)* * \$100 per meeting	Carchio, Bohr	2 nd Wed, 8:30 am FV Com. Center - Rm A/B	Laurie Payne, 536-5577 Marc Jaffe, 968-2024
13.	Santa Ana River Crossings Study (OCTA)	Coerper (Bohr, Alternate)	As Needed Various locations	Bob Stachelski, 536-5523 OCTA, Kia Mortazavi, E560-5741
14.	Santa Ana River Flood Protection Agency (SARFPA)***	Green (Dwyer, Alternate)	4 th Thurs, 4 pm (June & Nov) O.C. Water District Office	Nilda Avina, 834-5618
15.	Southern California Association of Governments (SCAG) District 64 Delegate* \$120 per meeting	Coerper (2 Year term, May of Even Years)	1 st Thurs, SCAG Offices, Downtown L.A., 9:00 am - 2:00 pm	Barbara Dove, 213-236-1800 Admin, Pat Dapkus, 536-5579
16.	West O.C. Water Board (WOCWB) \$100 per quarterly meeting	Coerper, Hardy	3rd Wednesday of January, April, July and October at the Utilities (formerly Water) Operations Building	Pub Works, Ken Dills, 375-5055

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CITY COUNCIL APPOINTMENTS BY STATE & REGIONAL AGENCIES
(FOR INFORMATIONAL PURPOSES ONLY)

	Name of Agency/Committee	Appointments
1.	City Selection Committee-- Held with League of Cities O.C. Division Meeting	Mayor or councilmember designee (prescribed)
2.	League of California Cities -- <u>Executive Steering Committee, Orange County Division</u>	Coerper (1-year term ends in Oct. 2011)
4.	League of California Cities -- <u>Housing, Community and Economic Development Policy Committee</u> (Meetings occur quarterly Jan, Apr, June, & Sept. Thurs.	Hardy (appointed by OC League) (1-year term 11/11)
5.	League of California Cities -- <u>Public Safety Policy Committee</u> (Meetings occur quarterly: Jan, Apr, June, & Sept. Thurs.	Coerper (appointed by OC League) (1-year term 11/11)
5.	League of California Cities -- <u>Community Services Policy Committee</u> (Meetings occur quarterly: Jan, Apr, June, & Sept. Thurs.	Carchio (appointed by OC League) (1-year term 11/11)
6.	O.C. Council of Governments (OCCOG) 4 th Thurs, 9 am, Sanitation District, FV (no meetings July/Dec)	Green (appointed by OCTA)
7.	Orange County Emergency Medical Care Committee (4 th Friday, Even Months, 9:00 AM)	Green - Appointed by Supervisor Moorlach
8.	Orange County Transportation Authority Board (2 & 4 Monday each month at 9:00 AM) Contact: Wendy Knowles at 560-5676	Hansen -- Appointed by City Selection Committee 2 Year Term Next Election Nov. 2011
9.	OCTA Citizen Advisory Committee	Dwyer, 1-3 PM -- 3 rd Tuesday of Odd Months
10.	SCAG --Transportation & Communications Committee 1 st Thurs, 10 am, SCAG Offices, Downtown L.A.	Green Appointed by OCCOG
11.	SCAG --Community, Economic, & Human Development 1 st Thurs, 10 am, SCAG Offices, Downtown L.A.	Coerper Committee Assignment as a Regional Council Member